

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities I have been given. However, I have decided to dedicate more time to my family enterprise, which requires my immediate attention and involvement.

I am grateful for the support and guidance I have received from you and my colleagues during my tenure here. I will ensure a smooth transition by completing all pending tasks and assisting in the handover process.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]